

COORDINATED WORKER PROTECTION EMERGENCY RESPONSE PLAN HEALTH AND SAFETY PLAN FOR HAZARDOUS MATERIAL EMERGENCY RESPONSE

BACKGROUND

In 1986, the U.S. Environmental Protection Agency passed the Superfund Amendments and Reauthorization Act (SARA) which is divided into 5 sections:

- Title I: which details the health and safety requirements of employees exposed to hazardous wastes;
- Title II: which details the designation of Superfund sites,
- Title III: which details emergency planning during hazardous waste releases and Community Right To Know regulations,
- Title IV: which details research efforts regarding radon gas and indoor air quality, and
- Title V: which details additional amendments to existing Internal Revenue Code provisions.

In New Jersey, the NJ State Police, Office of Emergency Management is the lead enforcement agency for SARA Title III (Emergency Planning Provisions, Subtitle A - Section 303) and has incorporated its requirements into the Local/County Emergency Operations Plan (EOPs) required by the New Jersey Emergency Management Act. The NJ Department of Health (NJDOH), Public Employees Occupational Safety and Health (PEOSH) Program, is the lead enforcement agency for SARA Title I (Section 126) for public employees and adopted the Hazardous Waste Operations and Emergency Response standard (29 CFR 1910.120) on March 6, 1990. Public employers, whose employees respond, potentially respond or are exposed to hazardous wastes, should already be in compliance with the provisions of this standard.

Although 29 CFR 1910.120 has many provisions, section 1910.120(q)(2), requires that each municipality develop a written Emergency Response Plan (ERP). To assist municipalities in achieving compliance with the ERP requirements, the PEOSH Program of the NJDOH has developed this ERP Guide. The Guide is divided into the following two sections:

- * the Coordinated Worker Protection ERP (which addresses health and safety measures applicable to responders from all responding departments within a municipality), and
- * the Responding Department Appendix (which addresses internal health and safety measures for individual departments which are too specific to be addressed in the Coordinated ERP).

Your municipality is not required to use this ERP Guide, but is required to have a written ERP to comply with 29 CFR 1910.120(q)(2). If you choose to use the ERP Guide, the New Jersey Department of Health Public Employees Occupational Safety and Health Program has enclosed instructions that can be found on page 2.

**COORDINATED WORKER PROTECTION EMERGENCY RESPONSE PLAN
HEALTH AND SAFETY PLAN FOR HAZARDOUS MATERIAL EMERGENCY
RESPONSE**

INSTRUCTIONS

If you choose to use this ERP Guide, the New Jersey Department of Health, Public Employees Occupational Safety and Health Program, recommends the following actions to be taken:

1. The department within your municipality that takes the lead in responding to hazardous materials incidents should arrange a meeting with the heads of all responding departments (e.g. OEM, Fire, Police, EMS, DPWs, and Local Health Departments).
2. At this meeting, the Coordinated Worker Protection ERP should be completed with the input of each representative. (Note: the personnel roles you indicate in the ERP Guide should be consistent with the department roles already contained in your Emergency Operations Plan).
3. Once the Coordinated ERP is completed, the Responding Department Appendix should be completed for each individual department using information from the completed Coordinated Worker Protection ERP as a guide.
4. Once both sections of the ERP Guide are completed, submit a copy of the Coordinated ERP and each department's Appendix to each responding department headquarters.
5. **DO NOT SEND THE ERP GUIDE TO THE NJDOH PEOSH PROGRAM BUT KEEP IT ON FILE AND MAKE IT AVAILABLE IN THE EVENT OF A PEOSH INSPECTION.**
6. Review the procedures outlined in this ERP Guide with employees who are likely to participate in hazardous materials incidents.
7. If further assistance is required, contact the New Jersey Department of Health, Public Employees Occupational Safety and Health (PEOSH) Program, at (609) 984-1863.

**COORDINATED WORKER PROTECTION EMERGENCY RESPONSE PLAN
PEOSH 29 CFR 1910.120**

I. Pre-emergency planning and coordination with outside parties:

A. The responding departments in this community are responsible for providing the following services or resources to the public during a hazardous materials (HazMat) incident (e.g. terminating releases, confining chemical runoff, providing support including earth moving equipment, medical services, decontamination, etc.):

RESPONDING DEPARTMENT	SERVICES OR RESOURCES PROVIDED
1. Fire Department	_____

- SOP Reference #	(attach)
2. Police Department	_____

- SOP Reference #	(attach)
3. Emergency Medical Services	_____

- SOP Reference #	(attach)
4. Public Works/Road Department	_____

- SOP Reference #	(attach)
5. Local/County Health Department	_____

- SOP Reference #	(attach)
6. Contract Agencies	_____

7. Governmental Agencies	_____

8. Others _____	_____

B. A list of the locations within this municipality where hazardous materials are used/stored which could result in a HazMat release along with the substance(s) and approximate quantities.

- CHECK EOP BASIC PLAN {SECTION VI(C)}: (If applicable, attach _____
OR otherwise keep together with ERP _____ {Check appropriate response})
- SOP REFERENCE NUMBER: _____(attach)

C. Upon the detection of a HazMat incident, the dispatcher at the _____ will be notified at _____ {Dispatching Department(s)} _____ (Phone #s). The dispatcher will initiate the response by contacting the agencies listed below as appropriate:

NAME	PHONE NUMBER
1. Fire Department(s)	
_____	_____
_____	_____
_____	_____
_____	_____
2. Police Department(s)	
_____	_____
3. Emergency Medical Services	
_____	_____
_____	_____
_____	_____
4. Public Works/Road Department(s)	
_____	_____
_____	_____
5. Local/County Health Department(s)	
_____	_____
_____	_____
6. County HazMat Team	
7. NJDEP	(609) 292-7172
8. CHEMTREC	(800) 424-9300
9. _____	_____
10. _____	_____

- CHECK EOP STANDARDIZED TEXT #: AW-6 "Flow Chart" (If applicable, attach _____ OR otherwise keep together with this ERP _____ {Check appropriate response})

- D. The dispatcher shall seek the following information to the greatest extent possible prior to contacting the agencies listed above:
1. Obtain wind direction and wind speed.
 2. Attempt to verify correct name and spelling of hazardous material(s) involved, if possible.
 3. Attempt to determine the form of the material (solid, liquid, gas etc.).
 4. Attempt to verify the specific location of the release (on roadway, within building, etc.).
 5. **Plan the route of approach from an upwind direction only.**
- REFER TO NJDEP INITIAL CONTACT MESSAGE FORM (WHERE APPLICABLE)

II. Personnel roles, lines of authority, training and communication:

Chain of Command:

- A. In the event of a HazMat incident handled by this municipality, the following responding departments and alternates (if applicable) are responsible for the following coordinated functions: (Indicate N/A where functions are not conducted by employees of this municipality)

	RESPONDING DEPT.	ALTERNATE
1.	Incident Commander _____ (See C below.)	_____
2.	Safety Official _____	_____
3.	Entry Teams _____ _____	_____
4.	Back-up/Rescue teams _____ _____	_____
5.	Others _____	_____

- SOP REFERENCE NUMBER: _____ (attach)

- B. During a HazMat incident, if no responding department within this municipality is responsible for performing tasks beyond taking defensive actions, then the roles NOT listed above will be performed by the agency listed below:

(Name/Address)

- C. **The Incident Commander will assume control of the HazMat incident and direct the activities of each role (defined above).** The Incident Commander will use information provided by the Safety Official to ensure protection of all responding personnel throughout each HazMat incident.

Training:

- A. **All responding personnel have been trained or can demonstrate competency appropriate to their level of activity in accordance with the 29 CFR 1910.120 training requirements including:**

1. First Responder Awareness Level
2. First Responder Operations Level
3. Hazardous Materials Technician/Specialist
4. On-scene Incident Commander:

- B. Refresher training is provided to all responders or competency is demonstrated annually as required.

- C. No responding personnel will engage in response activities beyond their respective level of training and/or equipment available.

Communications:

- A. Procedures for effective communication and emergency alerting, between responding personnel during the HazMat incident, will be established and maintained using the following devices: (Circle/list all that apply)

Radios (frequency/channel)

_____	_____
_____	_____
_____	_____

Audible Devices

- | | |
|--------------|------------------------|
| - bells | - compressed air horns |
| - megaphones | - sirens |
| - whistles | - site alarms |
| - sirens | - pagers |
| - telephones | - other _____ |

Visual Signals

- | | |
|-----------------|---------------|
| - flags | - lights |
| - hand signals | - Other _____ |
| - signal boards | |

- B. A detailed description of the communication system and how it is implemented is as follows:

- SOP Reference Number: _____(attach)

- C. During each HazMat incident, external communication with outside parties and the community will also be maintained.

Emergency alerting and response procedures:

- A. During the HazMat response, appropriate responder emergency notification procedures will be implemented whenever one or more of the following conditions exists: fire, explosion, injury/overexposure, significant chemical release and/or other emergency situations.

- B. The following describes the procedure for notifying responders of on-site emergencies using the devices listed on page 6:

- SOP REFERENCE NUMBER: _____(attach)

- C. Responding personnel will be informed of these alerting procedures at the onset of each incident by the Incident Commander or his designee.

- D. Upon this notification, responding personnel on-site will adhere to the following: (Circle/list all that will be adhered to)

1. Stop work until further instructions are received
2. Lower background noise in order to speed communication
3. Implement emergency instructions received
4. Evacuate responding personnel (if required)
5. Other _____

III. Emergency recognition and prevention:

- A. At the onset of the response, the following information will be used to assist responding personnel in determining substance(s) released or evaluating hazard potential: (Circle/list all that apply)

1. SARA Title III - 302 Guidance Documents
2. USDOT Emergency Response Guidebook
3. Placard identification
4. Manifests
5. Information obtained from CHEMTREC
6. Information gained from interviews
7. Information obtained from involved tank/box truck hauler
8. Other _____

- B. Responding personnel will be notified of the identity, associated health hazards, physical and chemical properties etc, of the released substance(s) prior to entering each HazMat incident. This will be accomplished using pre-entry briefings with all responding personnel using the following appropriate references: (Circle/list all that apply)

1. USDOT Emergency Response Guidebook
2. Material Safety Data Sheet(s)
3. NJDOH Hazardous Substance Fact Sheet(s)
4. NIOSH Pocket Guide to Chemical Hazards
5. ACGIH Threshold Limit Values and Biological Exposure Indices
6. Community Right-To-Know Survey(s)
7. Other _____

- C. During each HazMat incident, responding personnel will take appropriate steps to prevent further emergencies (e.g. responder injuries, explosions, etc.) as follows: (Circle/list steps taken)
1. Approach from upwind with personal protective equipment
 2. Elimination of all ignition sources
 3. Bonding and grounding
 4. Control/limit access to hot zone
 5. Communicate with Incident Commander prior to taking any action
 6. Other _____

IV. Safe distances and places of refuge:

- A. Command centers, work zones, staging areas, safe distances and places of refuge for responding personnel will be established during each HazMat incident.
- B. During a HazMat incident, each of the **hot, warm and cold zones** will be established based on site conditions. The following information will be considered in establishing these zones: (Circle/list all that are considered within this municipality)
1. Wind direction
 2. Environmental conditions
 3. Quantity, properties, extent, height, rate and method of release
 4. Population areas
 5. Transportation routes
 6. Other _____
 7. Not Applicable: No employees from this municipality engage in the activities outlined in SECTION (IV)(B)
- C. Responding personnel will be informed of these zones by the Incident Commander at the onset of each HazMat incident. These zones will be clearly marked using the following methods: (Circle/list all that apply)
1. Markers
 2. Barricade tape/fences
 3. Flags
 4. Signs
 5. Maps
 6. Other _____
 7. Not Applicable: No employees from this municipality engage in the activities outlined in SECTION (IV)(C)
- D. Sitting/resting areas will be marked and located in safe areas. Responding personnel will be informed where these areas have been established and will maintain communication with the Emergency Operations Center (EOC).

V. Site security and control:

- A. The number of responding personnel (depending on training level, appropriate PPE and/or equipment) entering each zone (e.g. hot, warm and/or cold) will be limited and controlled by the highest ranking official or designee at the scene.
- B. The buddy system will be used by all responding personnel when working in the hot zone.
- C. The following methods will be utilized to maintain site security and control during each HazMat incident based on site location and conditions: (Circle/list all that apply)
 - 1. Use of barricade tape
 - 2. Portable fences
 - 3. Signs
 - 4. Other _____
 - 5. Not Applicable: No employees from this municipality engage in the activities outlined in SECTION (V)(C)

VI. Personal Protective Equipment (PPE) and emergency equipment:

- A. **All responding personnel entering the warm and hot zone will wear PPE appropriate to the hazards present during each HazMat incident.**
- B. Adequate PPE and chemical protective clothing will be worn to protect the respiratory system, skin, eyes, face, hands, feet, head, body and hearing against chemical, physical, and biological hazards encountered during a HazMat incident. The Incident Commander will determine which PPE will be selected based on the type and quantity of each substance released.
- C. Positive pressure self-contained breathing apparatus (SCBA) will be worn by all responding personnel entering the hot zone until air monitoring indicates that a reduced level of respiratory protection can be safely worn.
- D. The _____ will be responsible
{Name or Title or Agency(s)}
for all air monitoring during all aspects of the HazMat incident.
- E. **Air monitoring for Immediately Dangerous to Life and Health (IDLH) atmospheres will be conducted during each HazMat incident** using the following types of equipment (as appropriate):
 - 1. Direct reading instruments to monitor:
 - a. Flammable or explosive atmospheres
 - b. Oxygen deficient atmospheres
 - c. Toxic gases and vapors
 - d. Ionizing radiation
 - e. Other _____
 - 2. Not Applicable: No employees from this municipality engage in the activities outlined in SECTION (VI)(E)

- F. If the conditions during the HazMat incident are determined to represent an IDLH condition or imminent hazard, the safety official may suspend or alter response activities (as appropriate) to reduce such hazardous conditions. Should this occur, all responding personnel will be notified of appropriate actions.
- G. In the event that hazardous conditions exist beyond the response capabilities, equipment and/or training levels of this agency, responding personnel will suspend activities and notify appropriate parties for further assistance as described in **Section I(C)** of the Coordinated Worker Protection ERP.

VII. Evacuation routes and procedures for responding personnel:

- A. **Emergency evacuation routes and notification procedures will be established at the onset of the response for appropriate exiting of responding personnel from the hot zone during a HazMat incident.** Alternate routes, should normal exiting become blocked, will also be established by the highest ranking official or his designee at the site.
- B. The locations of all evacuation routes and alternate routes (where necessary) will be communicated to all responding personnel at the onset of the incident and will be identified using the following methods: (Circle/list all that apply)
 - 1. Markers
 - 2. Barricade tape
 - 3. Flags
 - 4. Signs
 - 5. Maps
 - 6. Verbal instruction
 - 7. Other _____
 - 8. Not Applicable: No employees from this municipality engage in the activities outlined in SECTION (VII)(B)

VIII. Emergency medical treatment and first aid:

- A. The following personnel or departments are currently certified in and will be responsible for providing first aid, basic life and/or advanced life support services for responding personnel during each HazMat incident.

NAME

- CHECK EOP STANDARDIZED TEXT #: HM(VI)(I) (If applicable, attach____OR otherwise keep together with this ERP _____ {Check appropriate response})

- B. First aid stations with appropriate equipment and supplies will be established in the cold zone. The following is a list of first aid equipment that will be available for use by responding personnel during each HazMat incident with the responding department that supplies it: (Circle/list all that apply)

EQUIPMENT TYPE	LOCATION
1. First Aid Kit	_____
2. Stretchers	_____
3. Emergency Eyewash	_____
4. Emergency Showers	_____
5. Other _____	_____
_____	_____

- C. In the event of injury or overexposure, all potentially affected responding personnel will be notified via procedures outlined in **Section VII and VIII** of this ERP. The injured person will be processed through decontamination area (as appropriate) and proceed to the first aid station where treatment will be administered.

- D. If adequate treatment cannot be administered on-site, procedures have been established to notify and obtain rescue squads/hospitals which are prepared to transport/treat injured responding personnel. To avoid exposure to other personnel, arrangements for the transport of contaminated or partially contaminated personnel have also been made.

- E. The following area hospitals are prepared to receive:

HOSPITAL NAME	LOCATION/PHONE
- decontaminated responders:	
_____	_____
_____	_____
_____	_____
_____	_____
- contaminated responders:	
_____	_____
_____	_____
_____	_____

- CHECK EOP STANDARDIZED TEXT #:HM(VI)(K) (If Applicable, attach _____ OR otherwise keep together with this ERP _____ {Check appropriate response})

IX. Decontamination:

- A. Responding personnel will avoid all unnecessary contamination of persons and equipment during a HazMat incident.

- B. The _____ will be responsible
(Name or Title or Responding Department)
for providing systematic decontamination of all responding personnel, victims and equipment exiting the hot zone to prevent the spread of contamination to personnel and the environment.
- C. Such decontamination areas will be established at the onset of each hazardous materials response prior to any entry by responding personnel into the hot zone.
- D. The following factors will be considered in establishing a decontamination area:
1. The physical removal of gross contamination by dislodging/displacement or rinsing/wiping methods.
 2. Chemical removal via a wash/rinse process as appropriate to the contaminating agent.
 3. The following decontamination cleaning solutions are available for use during HazMat incidents:

 4. Other _____
 5. If other cleaning agents are required they will be obtained.
 6. Not Applicable: No employees from this municipality engage in the activities outlined in SECTION (IX)(D)
- E. Prior to a HazMat incident, the following equipment and supplies will be utilized to establish appropriate decontamination areas: (Circle/list all that are used by this municipality)
1. Drop cloths/plastic sheeting
 2. Collection containers for storing disposable clothing
 3. Lined container with absorbents for wiping/rinsing of contaminants
 4. Large galvanized tubs, stock tanks, wading pools to hold wash/rinse solutions removed from responding personnel
 5. Wash and rinse solutions
 6. Long handled, soft-bristled brushes
 7. Paper/cloth towels for drying protective clothing and equipment
 8. Metal or plastic cans/drums for contaminated wash and rinse solutions
 9. Other _____
 10. Not Applicable: No employees from this municipality engage in the activities outlined in SECTION (IX)(E)
- F. Additional decontamination supplies and/or support and where they can be obtained from includes:
- | SUPPLIES/SUPPORT | OBTAINED FROM |
|------------------|---------------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

X. Critique of response and follow-up:

- A. Following each HazMat incident, all responding personnel will assemble to review and critique all response activities that occurred. If it is not possible to assemble all personnel, then some other means of debriefing responders will be utilized.
- B. Follow-up procedures (including written and practical) will be conducted to improve response efforts and reduce future exposures, accidents and injuries as appropriate. Documentation regarding critique and follow-up procedures will be maintained at _____.
(Location)

This Coordinated Worker Protection Emergency Response Plan will be updated and modified on a regular basis based on the following conditions:

- 1. New hazardous substances are produced or can be potentially encountered
- 2. Personnel roles, training levels and functions are changed
- 3. Outside party responsibilities are changed
- 4. At a minimum, it will be reviewed once a year to determine and make necessary changes.
- 5. Other _____

The following Responding Department Appendices have been completed and are attached:

- 1. Fire Department Date Completed: _____
- 2. Police Department Date Completed: _____
- 3. Emergency Medical Service Date Completed: _____
- 4. Public Works Department Date Completed: _____
- 5. Local/County Health Department Date Completed: _____

Each Responding Department Appendix will be updated and modified on a regular basis based on the following conditions:

- 1. New hazardous substances are produced or can be potentially encountered
- 2. Personnel roles, training levels and functions are changed
- 3. Outside party responsibilities are changed
- 4. Other _____

DATE OF PREPARATION: _____

LAST UP-DATE: _____

**NJ DOH PEOSH PROGRAM
COORDINATED WORKER PROTECTION EMERGENCY RESPONSE PLAN MODEL**

Definitions as used in this model:

- ACGIH - American Conference of Governmental Industrial Hygienists
- Buddy System - a system of organizing employees into work groups of at least two employees
- CFR - Code of Federal Regulations
- Cold Zone - the uncontaminated area where workers should not be exposed to hazardous conditions
- EOC - Emergency Operating Center
- EOP - Local and County Emergency Operation Plan as required under P.L. 1989, Chapter 222
- EOP Reference # - appropriate Section, Page and Paragraph where information is located in the Local/County EOP
- ERP - Emergency Response Plan required under 29 CFR 1910.120(q)(2)
- First Responder Awareness level - individuals who are likely to witness or discover a hazardous substance release and who have been trained to initiate an emergency response sequence by notifying the proper authorities.
- First Responder - individuals who respond to releases or potential releases Operations level as part of the initial response for the purpose of protecting persons, property, or the environment. They are trained to respond in a defensive fashion without actually trying to stop the release.
- Fixed facility - public workplace that generates, uses and/or stores hazardous substances (e.g. water treatment plants, correctional facilities, college laboratories, etc.) which when released could result in a hazardous materials incident
- Hazardous Materials or - a response effort by employees from outside the immediate release area or by other designated responders to an occurrence which results, or is likely to result, in an Emergency uncontrolled release of a hazardous substance. (Hazardous Response Response Materials Incident)
- Hazardous MaterialsMaterials the point of Technician/ Specialist - individuals who respond to releases or potential releases for the purpose of stopping the release. They will approach release in order to plug, patch, or otherwise terminate the

Hazardous Substance Release	-	release of any substance defined, designated or listed under A) CERCLA; B) any biological agent or other disease-causing agent which after release will or may reasonably be anticipated to cause death, disease, behavioral abnormalities, cancer, genetic mutation, physiological malfunctions or physical deformations to such persons or offspring; C) any substance listed by the USDOT as hazardous materials; and D) hazardous waste or combination of wastes (40 CFR 261.3 of 49 CFR 171.8) where exposure would result or may result in adverse affects on the health or safety of employees.
Hot Zone	-	the contaminated area
IDLH	-	Immediately Dangerous to Life and Health: atmospheric concentrations of any flammable, toxic, radioactive, corrosive or asphyxiant substance that poses an immediate threat to life or would cause irreversible or delayed adverse effects or would interfere with an individual escaping from a dangerous atmosphere
Material Safety Data Sheet	-	written or printed material concerning a hazardous chemical which is chemical which is prepared by chemical manufacturers and (MSDS) importers
NIOSH	-	National Institute for Occupational Safety and Health
NJDEP	-	New Jersey Department of Environmental Protection
NJDOH	-	New Jersey Department of Health
NJOEM	-	New Jersey Office of Emergency Management
On-scene Incident Commander	-	commanders who will assume control of incident scene beyond the first responder awareness level.
Oxygen Deficient Atmosphere	-	an atmosphere where the concentration of oxygen by volume is less that 19.5%
PEOSHA	-	Public Employees Occupational Safety and Health Act (P.L.1983 N.J.S.A. 34:6A-25 et seq.)
PPE	-	Personal Protective Equipment
Responding Department or Personnel	-	employees that respond to hazardous substance releases wherever wherever they occur (Police, Fire, EMS, DPWs, Health Departments, etc.)
SARA - Title III	-	Superfund Amendments and Reauthorization Act of 1986 -Emergency Planning and Community Right to Know (USEPA)
Site	-	any facility or location where hazardous materials operations occur

- SOP - Standard Operating Procedures
- SOP Reference # - Appropriate SOPs, orders, directives, charts, etc., that address ERP elements and should be attached to the ERP where applicable.
- TCPA - Toxic Catastrophe Prevention Act (NJDEP)
- USDOT - United States Department of Transportation
- USEPA - United States Environmental Protection Agency
- Warm Zone - the area where decontamination takes place

**RESPONDING DEPARTMENT APPENDIX
HEALTH AND SAFETY PLAN FOR HAZARDOUS MATERIAL EMERGENCY
RESPONSE**

This Appendix addresses health and safety protection for: (Circle One)

- * Fire Department
- * Police Department
- * Emergency Medical Services
- * Public Works/Road Department
- * Local Health Department

personnel in the:

- municipality of: _____
- department of: _____

Emergency Responders from this department will adhere to the content of this Appendix and the Coordinated Worker Protection Emergency Response Plan for this municipality when responding to hazardous materials incidents under the scope of the Public Employees Occupational Safety and Health Act Standard, 29 CFR 1910.120.

Prepared by:

(Name)

(Title)

(Date of Preparation)

(Last update)

RESPONDING DEPARTMENT APPENDIX

This department's highest ranking response official will ensure that the provisions of the Coordinated Worker Protection Emergency Response Plan and this Appendix are followed by all responding personnel from this department. Although many responders perform different levels of activities during hazardous materials (HazMat) incidents (e.g. notification, defensive and/or offensive), the basic provisions of this ERP will apply to all personnel.

- Please indicate the appropriate HazMat incident response level taken by this department. (Check one)
- A. _____ Although employees from this department are likely to witness or discover a HazMat incident, the **ONLY** action to be taken is to notify authorities of the release and then leave the scene. **(If this item is checked, complete sections (A) through (C) ONLY)**
- OR
- B. _____ During a HazMat incident, employees from this department may take offensive and/or defensive actions throughout the incident response effort. **Circle this department's response activities from the statements below and skip to Sections (I) through (X) (beginning on Page 2).**
1. Taking defensive action without actually trying to terminate the release or other cold zone support activities
 2. Terminating the release (e.g. plugging and patching, air monitoring, decontamination, etc.) or other warm or hot zone activities.
 3. Both of the above {(B)(1) and (B)(2)}.
-
-

- A. Upon detection of a release, the following appropriate department(s) will be notified to respond to the HazMat incident:

RESPONDING DEPARTMENT	PHONE NUMBER
_____	_____
_____	_____
_____	_____
_____	_____

- SOP REFERENCE NUMBER: _____ (attach)

A description of this initial notification procedure is as follows:

- SOP REFERENCE NUMBER: _____ (attach)

- B. All responding personnel from this department, who are likely to witness such a HazMat incident and would be responsible for notifying authorities, have been trained or have demonstrated competency at the Awareness Level in accordance with 29 CFR 1910.120. A listing of such personnel is available for review upon request.
- C. Because this department is not responsible for taking action in an incident, but only notifies appropriate agencies of the incident and then leaves the scene, this department has no responsibility in the areas listed below during a HazMat incident:
 - 1. Safe distances and places of refuge
 - 2. Site security and control
 - 3. PPE and emergency equipment
 - 4. Emergency alerting and response procedures
 - 5. Evacuation routes and procedures
 - 6. Emergency medical treatment and first aid
 - 7. Decontamination
 - 8. Critique of response and follow-up

****NOTE: DEPARTMENTS RESPONSIBLE ONLY FOR NOTIFYING AUTHORITIES - STOP HERE****

I. Pre-emergency planning and coordination with outside parties:

A. Upon detection of this release, _____
 (Name or Title)
 of this department, will be notified to initiate appropriate response action.

B. The following devices will be used to initiate a HazMat response within this department:

- 1. Telephone contact/confirmation
- 2. Radio contact (list frequency/channels)
 - a. _____
 - b. _____
 - c. _____
- 3. Audible alarms
- 4. Other _____

- SOP REFERENCE NUMBER: _____ (attach)

C. A detailed description of this notification process, as it applies to responding employees within this department, is described below:

- SOP REFERENCE NUMBER: _____ (attach)

D. The following responding personnel within this department will also be notified:

#	NAME	TITLE	DAY/EVENING PHONE

- SOP REFERENCE NUMBER: _____ (attach)

E. The person initially notified, within this department of the release, will then notify

_____,
 (Name or Title or Department)
 who will in turn initiate response and notify appropriate authorities (e.g. local, county, State and/or Federal Agencies). The notification procedure to be utilized is outlined in section (I)(D) of the Coordinated Worker Protection ERP.

- Not Applicable: No employees from this department engage in the activity outlined above {(I)(E) of APPENDIX}. (Circle if Applicable)

II. Personnel roles, lines of authority, training and communication:

Chain of Command:

A. In the event of a HazMat incident, the following responding personnel and alternates at this department are responsible for functions as indicated below (indicate N/A for functions not conducted by this department).

	PRIMARY NAME OR TITLE	ALTERNATE NAME OR TITLE
1. Incident Commander	_____	_____
2. Safety Official	_____	_____
3. Entry Teams	_____	_____
	_____	_____
	_____	_____
4. Back-up/Rescue teams	_____	_____
	_____	_____
	_____	_____
5. Support Personnel	_____	_____
	_____	_____
6. Other	_____	_____

- SOP REFERENCE NUMBER: _____ (attach)

- B. The highest ranking responder of this department at the scene will secure the HazMat incident and direct the activities of each role until the Incident Commander arrives and relieves him. The Incident Commander or designee will use information provided by the Safety Official to ensure protection of all responding personnel throughout the HazMat incident. Following the arrival of the Incident Commander (indicated in this appendix), the highest ranking responder will ensure that the provisions of the Coordinated Worker Protection ERP are met for this department's employees.

Training:

- A. All responding personnel have been trained or demonstrated competency appropriate to their level of activity in accordance with 29 CFR 1910.120. A listing of such personnel is available for review upon request.
- B. All personnel described above will receive annual refresher training or demonstrate competency at their appropriate training level.
- C. No responding personnel will engage in response activities beyond their respective level of training or equipment available.
- D. All Hazardous Materials Technicians/Specialists are enrolled in an on-going medical monitoring program which includes baseline and annual examinations, examinations for responders who exhibit signs or symptoms which may have resulted from exposures and/or examinations upon termination of employment.

Communications:

- A. The _____ is responsible for establishing
(Name or Title)
and maintaining communication procedures during the HazMat incident for this department.
- B. Responding personnel within this department will follow communication procedures contained in **Section (II)** of the Coordinated Worker Protection Emergency Response Plan.
- C. The following is a description of any additional communication procedures utilized by members of this department during a HazMat incident which are not contained in the Coordinated Worker Protection ERP:

* Not Applicable: No additional communication procedures are utilized by members within this department. (Circle if Applicable)

- SOP REFERENCE NUMBER: _____ (attach)

Emergency alerting and response procedures:

A. In the event of an emergency during the HazMat incident, responding personnel of this department will follow emergency alerting procedures contained in **Section (II)(alerting)** of the Coordinated Worker Protection Emergency Response Plan (ERP).

B. The following are additional alerting and response procedures used by this department which may be different than those contained in the Coordinated Worker Protection ERP. (Indicate N/A if no additional alerting and response procedures are used)

- SOP Reference # _____(attach)

III. Emergency recognition and prevention:

A. The highest ranking official or his designee will assure that responding personnel from this department are notified of the identity, associated health hazards, physical and chemical properties etc, of the released substances prior to each HazMat response. This will be accomplished using pre-entry briefings with all responding personnel using the appropriate references outlined in **Section (III)** in the Coordinated Worker Protection ERP.

IV. Safe distances and places of refuge:

A. Depending on the HazMat incident, should this department be the first to arrive at the scene, the highest ranking official or his designee will be responsible for establishing command centers, work zones, staging areas, safe distances and places of refuge for responding personnel. Responding personnel will be informed of these zones at the onset of each HazMat incident.

B. These zones will be clearly marked utilizing methods described in **Section (IV)** of the Coordinated Worker Protection ERP and using the following resources available at this department: (Circle/list all that apply if different from those outlined on **Section (IV)(C)** of the Coordinated Worker Protection ERP):

1. Markers
2. Barricade tape
3. Flags
4. Signs
5. Maps
6. Other _____
7. Not Applicable: No employee from this department engages in the activities outlined in Section (IV)(B) of this Appendix

- SOP REFERENCE NUMBER: _____ (attach)

V. Site Security and control:

A. Should this department be the first to arrive at the HazMat scene, the highest ranking official or his designee will be responsible for limiting and controlling the number of responding personnel (depending on training level, appropriate PPE and/or equipment) entering each zone (e.g. cold, warm and/or hot) using the following equipment which is available at this department: (Circle/list all that apply)

1. Use of barricade tape/fences
2. Other _____

- SOP REFERENCE NUMBER: _____ (attach)

VI. PPE and emergency equipment:

A. The highest ranking official or his designee will be responsible for ensuring that responding personnel, from this department, are provided with (and use) PPE and respiratory protection as described in **Section (VI)** of the Coordinated Worker Protection ERP.

B. During each HazMat incident, the following PPE, respiratory protection and emergency equipment is available at this department for use:

TYPE OF EQUIPMENT	EQUIPMENT LOCATION
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

- SOP REFERENCE NUMBER: _____

(attach)

VII. Evacuation routes and procedures for Responding Personnel:

A. If this department is the first to arrive at a HazMat incident, the highest ranking official or his designee will be responsible for establishing evacuation routes at the onset of the response for appropriate exiting of emergency responders (where applicable). Alternate routes, should normal exiting routes become blocked, will also be established. Procedures, notifying responding personnel of such routes, will also be established.

VIII. Emergency medical treatment and first aid:

- A. If this department is the first to arrive at a scene, first aid equipment and back-up personnel will be available prior to any entry into the hot zone. The following equipment is maintained by this department for this purpose:

IX. Decontamination:

- A. All department responders will be properly decontaminated upon exiting the hot zone as described in **Section (IX)** of the Coordinated Worker Protection ERP. The following disposal outer garments are available at this department and will be used, where feasible, to reduce contamination of chemical resistant clothing and increase the effectiveness of decontamination procedures: (Circle all that apply)

1. Disposable clothing
2. Disposable gloves
3. Disposable boot covers
4. Other _____

X. Critique of response and follow-up:

- A. Following each HazMat incident, _____
(Name or Title)
of this department, will assemble all responding personnel to review and critique all response activities that occurred. Documentation regarding critique and follow-up procedures will be maintained by

(Name or Title)

This Responding Department Appendix will be updated and modified regularly based on the following conditions:

1. New hazardous substances are produced or can be potentially encountered
2. Personnel roles, training levels and functions are changed
3. Outside party responsibilities are changed
4. Other _____